**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**
**JOB DESCRIPTION**

POSITION TITLE:    DATABASE ADMINISTRATOR III -
                   Information Technology

SALARY GROUP:    B22

DEPARTMENT:    Information Technology Division

CERTIFICATION:    I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY:    Charlotte Anderson                    DATE:  01/30/2015

POSITION #:        008030

I.    JOB SUMMARY

Performs complex database administration work.  Work involves planning, developing, maintaining, and monitoring integrated database systems; evaluating and implementing database policies and procedures; maintaining data integrity; and training others.  Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II.    ESSENTIAL FUNCTIONS

A.    Assists in assessing future information requirements in order to develop long-range, comprehensive mainframe database plans; and assists in developing policies and procedures designed to ensure the integrity of the database environment.

B.    Evaluates and recommends database software packages for potential acquisition; and coordinates and supports migration to new data management system software levels.

C.    Develops goals and objectives for the use and improvement of an efficient and cost-effective database system; and keeps informed on the latest developments in database management.

D.    Performs database performance monitoring and implements efficiency improvements; and designs, analyzes, and maintains database structures.

E.    Coordinates with systems and applications staff to ensure database efficiency; and assists in analysis and problem resolutions pertaining to the database system.

F.    Supervises the work of others; and provides training.

*    Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III.  MINIMUM QUALIFICATIONS

A.  Education, Experience, and Training

1.  Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE).  Major course work in Computer Science, Information Technology, Management Information Systems, or a related field.  Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.

2.  Six years full-time, wage-earning experience in computer programming to include two years in DB2 database design and administration.

3.  Experience in the supervision of employees preferred.

4.  Criminal justice information systems experience preferred.

B.  Knowledge and Skills

1.  Knowledge of the principles, practices, and techniques of computer programming and systems design.

2.  Knowledge of database technologies, structures, theories, and data analysis techniques.

3.  Knowledge of computer programming languages and computer operations, systems, and procedures.

4.  Knowledge of project control and cost estimating techniques.

5.  Knowledge of data processing flowcharting techniques.

6.  Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

7.  Skill to identify and define user task needs.

8.  Skill to process information logically.

9.  Skill to conduct short-range and long-range project planning studies.

10.  Skill to communicate ideas and instructions clearly and concisely.

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11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

12. Skill in problem-solving techniques.

13. Skill to review technical data and prepare technical reports.

14. Skill to develop reports and cross references from the data dictionary.

15. Skill to train and supervise employees.

IV.  ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

A.  Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.

B.  Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

C.  Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.